

EXCEL PROJECT 15: Filling Out a Packing Slip

Objectives Practiced

- Use a function.
- Enter data.
- Copy data.

Nigel works for the Sweet Time Tea company, which started out as a small, one-room business selling specialty teas and supplies. The company is rapidly growing and just moved to a large warehouse where a separate shipping department has been established. Nigel has used Excel to create a packing slip that can be included with orders.

1. Open **EX Project 15.xlsx** from the folder containing your data files, and save it as **Packing Slip XXX.xlsx** (replace XXX with your initials).
2. In cells F2:G2, enter a function that inserts the current date.
3. Enter your shipping information in cells F5:F9. Use your school's name as the company.
4. Copy cells F5:F9 and paste them to cells F11:F15.
5. Enter yesterday's date in cell D10.
6. Enter your instructor's name in cell D14.
7. Reference the figure below to enter the order information shown into cells B18:F22.

Hint

Use the **TODAY** function.

	A	B	C	D	E	F	G
17		Product		Description	Unit Type	Order Quantity	Ship Quantity
18		2341A		8 oz. tin English Breakfast	Package	3	
19		1625R		16 oz. bag Vanilla Green	Package	2	
20		1729W		Chamomile Teabags (15)	Package	5	
21		2018S		14 oz. Glass Mug	Set	8	
22		1201A		Brewing Basket	Each	1	
23							

8. Copy cells F18:F22 and paste them to cells G18:G22.
9. Preview and print the worksheet.
10. Save and close the workbook, then exit Excel.